



Agenda
Board of Trustees meeting
Thursday, February 15, 2018– 4:00 p.m.
Menninger Room 206

Call to Order

Public Comment

Approval of January 18, 2018 Trustee Meeting Minutes – [Action Item](#)

Chief Financial Officer's Report – Kim Torrey

Financial Reports

- Treasurer's Report – Betty Greiner
- Financial Reports – [Action Item](#)

Friends of TSCPL – Sherryl Longhofer, Board President

The Library Foundation – Judi Stork, Board Chair

Board Chair Report – Kerry Onstott Storey

Chief Executive Officer – Gina Millsap

- Dolly Parton's Imagination Library update
- Momentum 2022 initiatives update
- Facilities Master Plan update – Thad Hartman, Community and Strategic Services Manager

New Business

- New Bank Investments - [Action Item](#)
- Annual Report Presentation

Trustee Comments

Adjournment

Next Meeting

March 15, 2018 4:00 pm
Menninger Room 206

Subject to change without notice



**Minutes – amended
Board of Trustees Meeting
January 18, 2018
Menninger Room 206**

Board Members Present

Kerry Onstott Storey (chair), Duane Johnson (vice-chair), Liz Post (secretary) via telephone, Betty Greiner (treasurer), Melissa Masoner, David Monical via telephone, Jennifer Miller via telephone, Jim Edwards via telephone, Beth Dobler, Julie Swift

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, January 18, 2018 in the Menninger Room 206 of the Main Building, 1515 SW 10th Avenue, was called to order at 4:05PM by the Chair, Kerry Onstott Storey.

Public Comment

There were no individuals present for public comment. The public comment period was closed.

Approval of Minutes

On a motion by Betty Greiner, seconded by Beth Dobler, the December 21, 2017 Board of Trustees meeting minutes were approved as presented. Motion carried.

Chief Financial Officer

There were no additions to the Chief Financial Officer's report. Kim Torrey reported that the 2017 fiscal year has been closed and the auditors were on site completing the annual audit.

Approval of the Treasurer's Report

Board Treasurer Betty Greiner reported that the annual letter of arrangement from the auditors Berberich, Trahan & Co., P.A. to the Board of Trustees arrived. Betty reviewed the contents of the arrangement with the board and discussed how those arrangements apply to the board.

Betty reported that she reviewed the financial reports and reviewed and approved the bank reconciliations. On a motion by Betty Greiner, seconded by Duane Johnson the Treasurer's Financial Report, inclusive of the December 2017 financial report was accepted. Motion carried.

Blue Cross Blue Shield Presentation

Jeremy Ignoto, Blue Cross Blue Shield Group Consultant, provided a review of insurance trends as they will affect premiums for 2019 and described how Blue Cross Blue Shield develops its formula for rates in the coming year. The library's claim period is from August 1 to July 31. He will continue to meet with the library administration and monitor usage and look for cost savings.

There was discussion about the "richness" of a \$500 deductible for health insurance 5 years ago compared to now, the different plans library employees have to choose from and the formulary used for pharmaceuticals.

Friends of the Library Report

Friends of the Library President Sherryl Longhofer gave the Friend's report. She highlighted the upcoming book and media sale January 19-21 as well as other fundraising efforts undertaken by the Friends. There were no questions for Sherryl.

The Library Foundation Report

Board Chair Judi Stork gave The Library Foundation report. She spoke about the Direct Mail Campaign, the Wilder Society Tea and Topeka Gives. There were no questions for Judi.

Board Chair Report

Kerry Onstott Story provided an overview of the Executive Committee meeting held January 8, 2018 to set the board meeting agenda. There were no questions for Kerry.

Chief Executive Officer

Chief Executive Officer Gina Millsap reported that she will be meeting with leaders from United Way of Greater Topeka tomorrow to develop additional plans and initiatives to support the Dolly Parton's Imagination Library program including a new registration campaign, a new communication plan and wrap around programming to support parents reading to their children. She also praised The Library Foundation fundraising efforts and the Friends of the Library for their support for the Dolly Parton's Imagination Library initiative.

Gina responded to questions relating to library community involvement highlighting work with Heartland Visioning and the new Momentum 2022 initiatives.

Thad Hartman, Community Services Manager, provided updates for the 2018 Facility Master Plan projects. There was discussion about the tile flooring in the circulation plaza.

Thad also reviewed highlights from library circulation statistics for 2017 and discussed reasons for changes from previous years.

Old Business

On a motion by Beth Dobler, seconded by Duane Johnson, it was resolved that the Topeka and Shawnee County Public Library Board of Trustees accept the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer, Gina Millsap that Team Room #3 of the new collaboration spaces be named The Taylor Room in honor of retired library employee and dedicated Friends of the Library volunteer Warren E. Taylor and his mother Velva C. Taylor in appreciation for Warren Taylor's gift, until such time as the Team Rooms are no longer used for this purpose.

It was also resolved that the Topeka and Shawnee County Public Library Board of Trustees accept the recommendation of The Library Foundation Board of Trustees and the Chief Executive Officer, Gina Millsap that a table in the "living room/new book" area of the library be named in memory of Tonya Marie Swearingen in appreciation for her daughter Ariel Smith's gift until such time as the table is no longer used or is deleted from the library's inventory.

Motion passed unanimously.

New Business

On a motion made by Duane Johnson, seconded by Melissa Masoner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approve the Accreditation Application to the Northeast Kansas Library System.

Motion passed unanimously.

Executive Session

On a motion by Duane Johnson, seconded by Betty Greiner, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, recess the regular monthly meeting to enter into Executive Session at 5:12 PM for a time not to exceed 30 minutes to discuss a personnel matter. No action would be taken following adjournment of the Executive Session. Motion passed unanimously.

Executive session ended at 5:42PM.

Trustee Comments

Betty Greiner and Melissa Masoner shared positive comments about their experiences at the Greater Topeka Partnership Annual Meeting earlier today.

Adjournment

On a motion by Julie Swift seconded by Melissa Masoner, the meeting was adjourned at 5:56PM. The motion passed unanimously.

Elizabeth Post, Secretary

Chief Financial Officer's Report
February 2018
Kim Torrey

Investments and Debt as of January 31, 2018; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received on January 19th, were included in the investment opportunity offered to local financial institutions per my letter dated February 2nd, with bids received no later than 10 AM on February 8th. A resolution is included in this month's packet with the recommended financial institution(s) and background information pertinent to the decision about outside investments. This process worked well in 2017 and allowed for 90-day investments and 90-day renewals at competitive rates.

The last certificate of deposit held at Capital City Bank matured on 1/26/18. This investment is for Bond and Interest funds and is included with the investment bid.

Revenue/Expense/Balance by Fund Report – Page 2

The "Prev. Year PO Expenditures" column reports payments for items that were ordered or committed during the 2017 budget year and received and/or invoiced January 1, 2018 or after.

The Gifts/Memorials (Undesignated) Fund is temporarily negative due to current expenditures (or encumbrances for purchases) not yet billed to the Library Foundation for reimbursement, pending completion and acceptance of the custom built AdventureMobile expected no later than late August.

General Fund – Pages 3 through 5

With 8.5% of the budget year completed, 47% of the budgeted revenue has been received and 9% of the approved budget has been expended/encumbered. This compares to 2017 in which 48% of the budgeted revenue had been received and 11% of the approved budget had been expended/encumbered. Efforts continue to encumber as many known obligations as early in the year as possible. Examples include memberships, ongoing maintenance/support agreements, utilities, etc. This helps to have a better idea of the expected ending budget-to-actual status as the year progresses.

The first tax distribution of 2018 was received January 19th as scheduled. The total received for the General Fund was \$5,814,258. The percentage of the ad valorem budget collected year-to-date is 55%. The percentage of the ad valorem budgeted collected in January 2017 was 54%. The percentage of year-to-date motor vehicle taxes collected is 3%, the same as collected as of this point in time in 2017.

Employee Benefit Fund – Page 6

With 8.5% of the budget year completed, 51% of the budgeted revenue has been received and 9% of the approved budget has been expended/encumbered. This compares to 2017 in which 44% of the budgeted revenue had been received and 9% of the approved budget had been expended/encumbered.

The January 19th tax distribution totaled \$1,968,444. The percentage of the ad valorem budget collected year-to-date is 55%. This compares to 2017 in which 54% of the ad valorem budget had been collected. The percentage of year-to-date motor vehicle taxes collected year-to-date is 5% compared to 3% collected at this time 2017.

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$1,953,955.

Debt Service Fund-Bond & Interest – Page 7

The January 19th tax distribution totaled \$810,676. The percentage of the ad valorem budget collected year-to-date is 55%. This compares to 2017 in which 54% of the ad valorem budget had been collected. The percentage of year-to-date motor vehicle taxes collected is the same as 2017 at 3%.

An interest-only payment of \$51,125 is due on March 1st to the State of Kansas.

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved October 16, 2014, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

January is the time of year when annual purchase orders are created for certain types of purchases and for known, ongoing commitments. Thus, the list is lengthy this month. When items say “open PO”, it means named staff can pick up from the store supplies regularly used, or when needed for emergencies, and sign a receipt. The respective manager then signs each of these receipts and these are compared to the invoices or statements received by Finance. This is a more efficient, yet controlled, way to manage and approve routine expenditures and is primarily used by Facilities staff.

Type of Purchase	Description	Amount	Vendor
Board approved 10/26/17 funding request to the Friends of the Library that included \$25,000 for the Dolly Parton project	Pass-through to the Library Foundation for investment for the Dolly Parton Imagination Library Initiative	\$25,000.00	The Library Foundation
Approved operating budget	Lighting supplies open PO	\$10,000.00	Kriz-Davis Company
Approved operating budget	Facilities supplies open PO	\$9,000.00	Lowe's Companies, Inc.
Approved operating budget	Large vehicle repair open PO	\$9,000.00	MHC Kenworth
Approved operating budget	Annual telephone service	\$15,000.00	AT&T
Approved operating budget	Annual preventive maintenance agreement for bookmobile building	\$8,441.48	McElroy's Inc.
Approved operating budget	Annual preventive maintenance agreement for main building	\$11,640.00	McElroy's Inc.
Approved operating budget	Annual workers' compensation insurance	\$59,136.00	Peoples/Commercial Insurance
Approved operating budget	Annual insurance for property, general liability, automobiles, inland marine, crime, terrorism and cyber security	\$43,550.00	Peoples/Commercial Insurance
Approved operating budget	Annual publication of <i>Library News</i> ; 6 times per year, 80,000 copies each	\$75,849.21	Morris Publishing Group
Approved operating budget	Employee assistance program – annual	\$6,460.68	New Directions Behavioral Health
Approved operating budget	Annual trash and recycling service	\$6,000.00	Inland Waste Solutions
Approved operating budget	Payroll and human resources software access and services, including year-end reporting forms	\$70,962.16	Paycom Payroll LLC
Approved operating budget	Annual fire extinguisher inspections/maintenance	\$6,000.00	Tech Electronics of KS, LLC
Approved operating budget	Annual network hardware support agreement	\$27,944.02	Oneneck IT Solutions

Type of Purchase	Description	Amount	Vendor
Request for Proposal; Board resolution approved bid award on 11/16/17; approved operating budget for \$50,000; remainder from Library Foundation funds	Custom-made AdventureMobile vehicle balance due; 25% down payment paid in 2017	\$180,450.00	Farber Specialty Vehicles, Inc.
Approved operating budget	Learn and Play Bud leased garage space – annual costs for lease, water/sewer/trash services and property tax increase (from what was in base lease)	\$12,595.20	Anco, Inc.
Approved operating budget	RFID tags for library materials (Order 1 of 2)	\$8,785.00	Bayscan Technologies
Approved operating budget	RFID tags for library materials (Order 2 of 2)	\$5,130.00	Bayscan Technologies
Approved operating budget	Install (6) low energy door operators on public restroom doors	\$9,500.00	Dorma USA Inc.
Approved FMP budget – sole source purchase to match furnishings purchased for Café entryway in November 2017	Phase I Renovation – North reading room furnishings	\$11,025.00	BA Designs
Library Materials	“Automatically Yours” materials subscription – select quantities and genres – March	\$6,000.00	Baker & Taylor Books
Library Materials	Adult fiction e- audiobooks/books	\$10,590.00	Overdrive, Inc.
Library Materials	Adult fiction e- audiobooks/books	\$16,250.00	Overdrive, Inc.
Library Materials	Juvenile fiction	\$6,200.00	Baker & Taylor Books
Library Materials	Adult blue-rays & DVDs	\$12,460.00	Midwest Tape
Library Materials	Miss Humblebee’s Academy online	\$7,144.20	Gale/Cengage Learning
Library Materials	Adult blue-rays & DVDs	\$8,600.00	Midwest Tape
Approved operating budget	Annual subscription and support agreement for Bibliocommons Core catalog and Suggest for Purchase modules	\$21,042.03	Bibliocommons, Inc.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Signage for the Café, Gallery and Booktique	\$6,715.00	Allsigns
From non-tax funds – sole source purchase due to known product quality from previous purchase	Staff apparel for Staff Appreciation Week	\$6,613.04	Embroidery Plus

Other Items:

- The fieldwork for the 2017 audit is complete and the auditors left TSCPL on Friday, February 2nd. The Audit Manager reports that things have gone well and no findings or negative results are expected. The audit will go through several reviews at Berberich, Trahan and the final will be provided to use in the management discussion and analysis portion of the audit report. The Board’s Finance and Audit Committee is scheduled to meet on April 11th and their recommendation will be provided for the April Board meeting.
- When reviewing the budgeted and actual beginning unencumbered cash balances for the tax-supported funds on pages 5-7 of the financial report, please keep in mind that the budgeted cash balances presume that: (1) the prior year expenditure budget will be fully spent (unless carryforward exceptions are made, such as for health insurance and health savings accounts); and (2) an uncollectible tax revenue factor is also included since taxes are never 100% collectible. This is a conservative approach to ensure funds are sufficient. In 2017, the expenditure budgets in the General Fund and Employee Benefit Fund were not fully expended thus, actual beginning balances are higher than anticipated.
- The annual workers’ compensation audit is scheduled for February 26th. A refund may be received when the review process is complete.
- Revenue from interest earnings was estimated to be \$17,400 in 2018. Interest rates continue to be favorable and have resulted in earned income of \$8,738 in January, or 50% of budgeted interest revenue for 2018. Additionally, the short-term investment rates offered by local banks during February’s bid process are twice as high as 2017 rates.

**Topeka and Shawnee County Public Library
Financial Summary**

1/31/18

	<u>Balance 01/01/18</u>	<u>Revenue Y-T-D</u>	<u>Expenditures Y-T-D</u>	<u>Balance 1/31/2018</u>
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 4,666,157.83	\$ 5,837,824.42	\$ 888,651.86	\$ 9,615,330.39
Employee Benefits	751,843.68	1,973,602.22	320,183.84	\$ 2,405,262.06
Capital Improvement	1,959,190.83	1,963.78	-	\$ 1,961,154.61
Bond & Interest	808,663.92	813,727.08	-	\$ 1,622,391.00
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	0.00	-	-	\$ 0.00
Federal, State & Local Grants	19.03	-	-	\$ 19.03
Other Special Revenue	622,425.67	207.90	100,649.34	\$ 521,984.23
Permanent Funds	206,531.96	-	-	\$ 206,531.96
Totals	<u>\$ 9,014,832.92</u>	<u>\$ 8,627,325.40</u>	<u>\$ 1,309,485.04</u>	<u>\$ 16,332,673.28</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 836,555.77
Restricted Funds-CoreFirst Bank-Checking	523,547.20
Bond & Interest Fund-CoreFirst Bank-Checking closed April 2017	-
Capital Improvement Fund-VisionBank-Money Market Account	1,961,454.61
Cash on Hand	2,652.00
Petty Cash	220.00
Endowment Securities	206,531.96
Municipal Investment Pool - Overnight	12,873,916.64
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Capital City Bank - Certificate of Deposit	-
Capitol Federal Savings - Certificate of Deposit	-
Denison State Bank - Certificate of Deposit	-
	<u>\$ 16,404,878.18</u>
Less Pending Claims (invoices posted, but not paid until next month)	20,933.88
Less Payroll Deduction and Employer Benefit Liabilities	13,931.01
Less Outstanding Checks	37,340.01
	<u>\$ 16,332,673.28</u>

**Topeka and Shawnee County Public Library
Revenue/Expenditures/Balance By Fund Report**

1/31/18

	01/01/18 Cash Balance	Revenues	Prev. Year PO Expenditures	Expenditures	1/31/2018 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 4,666,157.83	\$ 5,837,824.42	\$ 110,631.88	\$ 778,019.98	\$ 9,615,330.39	\$ 815,509.50	\$ 8,799,820.89
Employee Benefit Fund	751,843.68	1,973,602.22	1,076.78	319,107.06	2,405,262.06	54,840.86	2,350,421.20
Capital Improvement Fund	1,959,190.83	1,963.78	-	-	1,961,154.61	7,200.00	1,953,954.61
Bond & Interest Fund	808,663.92	813,727.08	-	-	1,622,391.00	-	1,622,391.00
Non Major Governmental Funds							
State Aid Fund	0.00	-	-	-	0.00	-	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Art Collection	10,532.67	0.49	-	-	10,533.16	-	10,533.16
Bookmobile Fund	-	-	-	-	-	-	-
Career Neighborhood	-	-	-	-	-	-	-
Computer training	-	-	-	-	-	-	-
Children's Art Show	-	-	-	-	-	-	-
Cooking Neighborhood	-	-	-	-	-	-	-
French Gift - Library Materials	3,136.31	0.14	30.21	115.34	2,990.90	58.22	2,932.68
Friends	177,808.90	7.01	698.20	25,000.00	152,117.71	19,353.50	132,764.21
Fun Committee	1,568.90	183.95	-	-	1,752.85	-	1,752.85
Gallery Competitions/Exhibits	36,921.44	1.70	-	-	36,923.14	133.19	36,789.95
Gifts/Memorials (Undesignated)	258,320.84	8.51	73,820.93	-	184,508.42	248,122.68	(63,614.26)
Hathaway Trust - Library Materials	12,009.44	0.53	325.00	444.07	11,240.90	694.72	10,546.18
Health Neighborhood	601.55	-	-	-	601.55	-	601.55
Hirschberg Lecture	-	-	-	-	-	-	-
Hughes Business Collection	-	-	-	-	-	-	-
Library Materials	92,236.64	4.26	-	7.02	92,233.88	133.80	92,100.08
Lingo	-	-	-	-	-	-	-
NEH Expendable	1,408.42	0.06	-	-	1,408.48	-	1,408.48
Pets Neighborhood	33.58	-	-	-	33.58	-	33.58
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	6,488.48	0.30	75.27	-	6,413.51	-	6,413.51
Special Collections	5,666.81	0.26	-	-	5,667.07	-	5,667.07
Talking Books	-	-	-	-	-	-	-
Torluemke Landscaping	35.94	-	-	-	35.94	-	35.94
Wedding Neighborhood	-	-	-	-	-	-	-
Workshops	2,164.06	0.10	-	-	2,164.16	-	2,164.16
Youth Services	13,034.49	0.59	133.30	-	12,901.78	932.50	11,969.28
<i>Permanent Funds</i>							
Mertz Trust	206,531.96	-	-	-	206,531.96	-	206,531.96
TOTALS	\$ 9,014,832.92	\$ 8,627,325.40	\$ 186,791.57	\$ 1,122,693.47	\$ 16,332,673.28	\$ 1,146,978.97	\$ 15,185,694.31

**Topeka and Shawnee County Public Library
General Fund - Revenue**

1/31/18

	<u>Approved Budget</u>	<u>Received Year-To-Date</u>	<u>Over/(Under) Budget</u>	<u>% 1/31/2018</u> 8.5% of year
Ad Valorem Property Tax	\$ 10,513,795.00	\$ 5,794,114.01	\$ (4,719,680.99)	55%
Revitalization Rebates	(139,664.00)	(66,010.53)	\$ 73,653.47	47%
Back Tax	-	38,289.44	\$ 38,289.44	N/A
Motor Vehicle Tax	1,484,403.00	37,647.14	\$ (1,446,755.86)	3%
Recreational Vehicle Tax	12,739.00	180.07	\$ (12,558.93)	1%
16/20 M Vehicle Tax	5,837.00	3,850.76	\$ (1,986.24)	66%
In Lieu of Tax	10,122.00	544.24	\$ (9,577.76)	5%
Watercraft Special Tax**	7,672.00	-	\$ (7,672.00)	0%
Commercial Vehicle Fees	46,629.00	5,642.64	\$ (40,986.36)	12%
E-Rate Reimbursement	70,235.00	-	\$ (70,235.00)	0%
Miscellaneous Revenue	3,000.00	1,236.56	\$ (1,763.44)	41%
Miscellaneous Revenue - Recyclg	-	-	\$ -	N/A
Salary Refunds-Foundation	94,125.00	-	\$ (94,125.00)	0%
Salary Refunds-Friends	43,630.00	3,177.41	\$ (40,452.59)	7%
Salary Refunds-Shawnee Cty	-	1,595.15	\$ 1,595.15	N/A
Vending Machines	4,000.00	265.25	\$ (3,734.75)	7%
Pay to Sam	-	(140.57)	\$ (140.57)	N/A
Overdue Fees*	157,000.00	11,370.75	\$ (145,629.25)	7%
Debt Collect	-	361.86	\$ 361.86	N/A
ILL Fees	600.00	5.00	\$ (595.00)	1%
Mailing Fees	60.00	5.97	\$ (54.03)	10%
Non Resident Card Fee	510.00	340.00	\$ (170.00)	67%
Obituary Fees	500.00	45.00	\$ (455.00)	9%
Meeting Room Charges	5,500.00	555.00	\$ (4,945.00)	10%
Monday Market Fees	500.00	-	\$ (500.00)	0%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	13,200.00	4,749.27	\$ (8,450.73)	36%
Library Treasurer's Balance	3,349,699.00	-	-	N/A
TOTALS	<u>\$ 15,684,092.00</u>	<u>\$ 5,837,824.42</u>	<u>\$ (6,496,568.58)</u>	47%

* currently all revenues from the kiosks are recorded as Overdue Fees; a solution to report actual sales types is underway

** Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

**Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances**

1/31/18

	<u>Approved Budget</u>	<u>Expended Year-To-Date</u>	<u>Encumbrances #</u>	<u>(Over)/Under Budget</u>	<u>% Expended</u> 8.5% of year
STAFF:					
Salaries-Auto Allowance	\$ 6,400.00	\$ 492.30		\$ 5,907.70	8%
Salaries-Facilities	644,257.00	43,420.28		600,836.72	7%
Salaries-Overtime	10,000.00	778.51		9,221.49	8%
Salaries-Security	308,808.00	22,183.32		286,624.68	7%
Salaries-Shelvers	196,203.00	7,677.45		188,525.55	4%
Salaries-Staff	7,255,554.00	522,913.37		6,732,640.63	7%
Conferences	132,800.00	-	22,253.77	110,546.23	17%
Staff Development & Training	34,000.00	-	4,054.38	29,945.62	12%
Mileage	9,990.00	72.37	6,013.00	3,904.63	61%
COLLECTION:					
Materials-Binding/Replacements	2,000.00	11.93	161.04	1,827.03	9%
Materials-Periodicals	38,000.00	(12.02)	94.90	37,917.12	0%
Materials-Print/Non-Print <1 YR	479,400.00	1,727.71	11,931.23	465,741.06	3%
Materials-Print/Non-Print	1,267,530.00	67,542.65	63,825.28	1,136,162.07	10%
OPERATIONS:					
Art Purchases	5,000.00	-		5,000.00	0%
Cataloging and ILL Services	75,500.00	-	-	75,500.00	0%
Contracted-Digital Services	351,560.00	24,069.34	45,841.50	281,649.16	20%
Contracted-Facilities	255,000.00	15,455.85	50,728.28	188,815.87	26%
Contracted-Equipment	51,500.00	815.52	2,081.57	48,602.91	6%
Contracted-Professional	279,800.00	7,349.15	73,993.01	198,457.84	29%
Contracted-E-Rate Services	6,325.00	-	-	6,325.00	0%
Digital Services Support	244,900.00	13.83	7,617.78	237,268.39	3%
Furniture/Equipment	117,000.00	-	-	117,000.00	0%
Insurance	53,300.00	22,980.00	22,656.00	7,664.00	86%
Marketing & Communication	40,000.00	1,500.00	7,860.00	30,640.00	23%
Memberships/Dues	23,625.00	311.00	100.00	23,214.00	2%
Miscellaneous	5,000.00	-	230.00	4,770.00	5%
Payments to Other Libraries	100,123.00	-	-	100,123.00	0%
Postage/Shipping	108,000.00	30,133.80	1,876.20	75,990.00	30%
Printing	106,600.00	-	75,884.21	30,715.79	71%
Programming	30,000.00	2,108.80	959.69	26,931.51	10%
Special Projects	1,100,000.00	-	50,000.00	1,050,000.00	5%
Supplies-Facilities	76,200.00	223.68	45,649.09	30,327.23	60%
Supplies-Office/Library	75,600.00	9.09	5,395.88	70,195.03	7%
Supplies-Processing	40,000.00	4,028.00	14,570.42	21,401.58	46%
Telecommunications	85,617.00	1,230.48	14,969.52	69,417.00	19%
Utilities-Electric	350,000.00	352.08	-	349,647.92	0%
Utilities-Gas	65,000.00	297.64	-	64,702.36	0%
Utilities-Water/Sewage	35,000.00	-	-	35,000.00	0%
Vehicle-Gas	36,000.00	-	-	36,000.00	0%
Vehicle-Repair	32,500.00	334.58	33,730.00	(1,564.58)	105%
Contingency/Fund Balance	1,550,000.00	-	-	-	0%
Cash Long/Short		(0.73)		0.73	N/A
TOTALS	\$ 15,684,092.00	\$ 778,019.98	\$ 562,476.75	\$ 12,793,595.27	9%

**Topeka and Shawnee County Public Library
General Fund**

1/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 3,349,699.00	\$ 4,294,276.30	
<u>Revenue:</u>			
Ad Valorem Property Tax	10,513,795.00	5,794,114.01	55%
Revitalization Rebates	(139,664.00)	(66,010.53)	47%
Back Tax	-	38,289.44	N/A
Motor Vehicle Tax	1,484,403.00	37,647.14	3%
Recreational Vehicle Tax	12,739.00	180.07	1%
16/20M Vehicle Tax	5,837.00	3,850.76	66%
In Lieu of Tax	10,122.00	544.24	5%
Watercraft Special Tax	7,672.00	-	0%
Commercial Vehicle Fees	46,629.00	5,642.64	12%
E-Rate Reimbursement	70,235.00	-	0%
Fees and Charges	171,670.00	14,044.82	8%
Reimbursements	137,755.00	4,772.56	3%
Interest on Idle Funds	13,200.00	4,749.27	36%
	<u>\$ 12,334,393.00</u>	<u>\$ 5,837,824.42</u>	47%
<u>Expenditures/Encumbrances:</u>			
Salaries	8,421,222.00	597,465.23	7%
Other Staff Support Costs	176,790.00	32,393.52	18%
Library Collections	1,786,930.00	145,282.72	8%
Contracted Services	1,019,685.00	220,334.22	22%
Digital Services Support	244,900.00	7,631.61	3%
Furniture/Equipment/Art	122,000.00	-	0%
Payments to Other Libraries	100,123.00	-	0%
Special Projects	1,100,000.00	50,000.00	5%
Utilities & Telecommunications	535,617.00	16,849.72	3%
Vehicles	68,500.00	34,064.58	50%
Other Operating Expenditures	558,325.00	236,475.13	42%
Cash Basis Reserve	1,550,000.00	-	0%
	<u>\$ 15,684,092.00</u>	<u>\$ 1,340,496.73</u>	9%
Prior Year Canceled Purchase Orders		<u>\$ 8,216.90</u>	
Unencumbered Balance 1/31/18	\$ -	<u><u>\$ 8,799,820.89</u></u>	

**Topeka and Shawnee County Public Library
Special Revenue Funds**

1/31/18

EMPLOYEE BENEFITS

	2018 Budget	Year To Date	%
Balance 01/01/18	\$ 505,653.00	\$ 750,732.34	
Revenue:			
Ad Valorem Property Tax	\$ 3,580,993.00	\$ 1,972,596.08	55%
Revitalization Rebates	(47,569.00)	(22,480.54)	47%
Back Tax	-	6,886.24	0%
Motor Vehicle Tax	186,260.00	8,955.33	5%
Recreational Vehicle Tax	1,598.00	42.83	3%
16/20M Vehicle Tax	732.00	916.91	125%
In Lieu of Tax	2,800.00	185.36	7%
Watercraft Special Tax*	963.00	-	0%
Commercial Vehicle Fees	5,851.00	1,342.24	23%
Refund-Fringe Benefits-Foundation	35,999.00	-	0%
Refund-Fringe Benefits-Friends	27,701.00	1,988.32	7%
Refund-Fringe Benefits-Shawnee Cty	-	1,138.85	0%
Refund BC/BS	-	-	0%
Employee COBRA Payments	-	71.50	0%
Retiree Payments BC/BS	43,347.00	1,021.68	2%
Interest on Idle Funds	2,000.00	937.42	0%
	\$ 3,840,675.00	\$ 1,973,602.22	51%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 6,886.00	\$ 6,460.68	94%
Cafeteria Plan Administration Fees	3,865.00	3,168.00	82%
Social Security/Medicare	644,212.00	42,157.19	7%
Ks Public Employees Retirement Sys	758,224.00	53,839.41	7%
Worker's Compensation	73,200.00	61,136.00	84%
Unemployment Tax	8,421.00	2,122.94	25%
Health/Dental Insurance	2,451,520.00	205,063.70	8%
Contingency/Fund Balance	400,000.00	-	0%
	\$ 4,346,328.00	\$ 373,947.92	9%
Prior Year Canceled Purchase Orders		\$ 34.56	
Unencumbered Balance 1/31/18	\$ -	\$ 2,350,421.20	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

CAPITAL IMPROVEMENT

Balance 01/01/18		\$ 1,951,990.83
Revenue:		
Interest received		1,963.78
		\$ 1,963.78
Expenditures/Encumbrances:		
Contracted - Professional		-
Capital Outlay		-
		-
Prior Year Canceled Purchase Orders		-
Unencumbered Balance 1/31/18		\$ 1,953,954.61

STATE AID

Balance 01/01/18	\$ -	\$ -
Revenue:		
State Aid	55,000.00	-
	\$ 55,000.00	\$ -
Expenditures/Encumbrances:		
Contracted - Digital Services		-
Digital Services Support		-
Materials-Print/Non-Print <1 YR		-
Special Projects	55,000.00	-
	\$ 55,000.00	\$ -
Unencumbered Balance 1/31/18		\$ -

**Topeka and Shawnee County Public Library
Debt Service Fund - Bond and Interest**

1/31/18

	<u>2018 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/18	\$ 763,691.00	\$ 808,663.92	
<u>Revenue:</u>			
Ad Valorem Property Tax	1,467,546.00	808,751.48	55%
Revitalization Rebates	(19,495.00)	(9,214.51)	47%
Back Tax	-	4,839.37	
Motor Vehicle Tax	178,209.00	4,951.20	3%
Recreational Vehicle Tax	1,529.00	23.69	2%
16/20M Vehicle Tax	701.00	506.90	72%
In Lieu of Tax	1,350.00	75.97	6%
Watercraft Special Tax*	921.00	-	0%
Commercial Vehicle Fees	5,598.00	742.10	13%
Interest on Idle Funds	2,200.00	3,050.88	139%
	<u>\$ 1,638,559.00</u>	<u>\$ 813,727.08</u>	50%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ 1,550,000.00	\$ -	0%
Interest	102,250.00	-	0%
Wire Transfer Fees	-	-	0%
Cash Basis Reserve	750,000.00	-	0%
	<u>\$ 2,402,250.00</u>	<u>\$ -</u>	0%
 Unencumbered Balance 1/31/18	 <u>\$ -</u>	 <u>\$ 1,622,391.00</u>	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments and Debt as of January 31, 2018

Capital Improvement Funds-VisionBank

\$ 1,961,454.61 at 1.19% (money market account)

Municipal Investment Pool

\$12,873,916.64 operating funds in "overnight pool"*; available
for transfer whenever needed

* rates vary by day - average January 1-31, 2018 was 1.0%

Principal Balance of Outstanding Bonds

\$3,150,000 (as of 9/1/17)

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21501	0	1/4/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 25,669.97	-98883
10	21502	0	1/4/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,571.82	-98883
15	21521	0	1/4/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 273.63	-98883
10	21503	0	1/4/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,001.52	-98883
15	21504	0	1/4/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,001.52	-98883
10	21503	0	1/4/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 3,976.07	-98883
15	21504	0	1/4/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 3,976.07	-98883
10	21514	0	1/4/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 212.69	-98883
10	21518	0	1/4/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 1,234.73	-98883
10	41000	313	1/4/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,866.91	-98883
10	41000	313	1/4/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 372.36	-98883
				<i>Remittance of payroll taxes</i>		\$ 81,157.29	-98883 Total
10	21505	0	1/24/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,884.80	-98880
15	21516	0	1/24/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,610.56	-98880
15	21517	0	1/24/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,814.08	-98880
10	21524	0	1/24/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 170.08	-98880
10	21513	0	1/24/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 890.23	-98880
				<i>Remittance of pension benefit contributions</i>		\$ 44,369.75	-98880 Total
10	21501	0	1/18/2018	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,139.20	-98876
10	21502	0	1/18/2018	PAYCOM PAYROLL LLC	State W/H	\$ 9,709.94	-98876
15	21521	0	1/18/2018	PAYCOM PAYROLL LLC	State Unemployment	\$ 1,849.31	-98876
10	21503	0	1/18/2018	PAYCOM PAYROLL LLC	Social Security EE	\$ 17,165.23	-98876
15	21504	0	1/18/2018	PAYCOM PAYROLL LLC	Social Security ER	\$ 17,165.23	-98876
10	21503	0	1/18/2018	PAYCOM PAYROLL LLC	Medicare EE	\$ 4,014.37	-98876
15	21504	0	1/18/2018	PAYCOM PAYROLL LLC	Medicare ER	\$ 4,014.37	-98876
10	21514	0	1/18/2018	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 212.69	-98876
10	21518	0	1/18/2018	PAYCOM PAYROLL LLC	Garnishments	\$ 859.73	-98876
10	23800	0	1/18/2018	PAYCOM PAYROLL LLC	W-2s	\$ 1,698.90	-98876
10	23800	0	1/18/2018	PAYCOM PAYROLL LLC	W-3	\$ 75.00	-98876
10	41000	313	1/18/2018	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 1,859.26	-98876
10	41000	313	1/18/2018	PAYCOM PAYROLL LLC	Applicant, Perf, Comp	\$ 370.62	-98876
				<i>Remittance of payroll taxes</i>		\$ 85,133.85	-98876 Total
10	21505	0	1/26/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 16,730.85	-98873
15	21516	0	1/26/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 23,395.27	-98873
15	21517	0	1/26/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 2,788.43	-98873
10	21524	0	1/26/2018	KS PUBLIC EMPLOYEES RETIREMENT	Kpers Buybacks	\$ 170.08	-98873
				<i>Remittance of pension benefit contributions</i>		\$ 43,084.63	-98873 Total

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	21515	0	1/9/2018	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,652.14	-98871
15	21515	0	1/9/2018	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 134,181.20	-98871
						\$ 164,833.34	-98871 Total
10	21515	0	1/24/2018	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 30,066.28	-98869
15	21515	0	1/24/2018	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 131,653.80	-98869
						\$ 161,720.08	-98869 Total
10	41000	325	1/2/2018	RESERVE ACCOUNT	Deposit to postage reserve act	\$ 30,000.00	-98865
						\$ 30,000.00	-98865 Total
35	23800	0	1/4/2018	MCPHERSON WRECKING, INC.	Demo/fill/grade 1001 Garfield	\$ 47,880.00	11207
						\$ 47,880.00	11207 Total
49	41000	919	1/4/2018	THE LIBRARY FOUNDATION	DPIL from Friends to Fdtn	\$ 25,000.00	11209
					<i>Friends funding request approved by Board on 10/20/2017 included \$25,000 to Dolly Parton Imagination Library initiative- Library Foundation is investing the contributions</i>	\$ 25,000.00	11209 Total
35	23800	0	1/12/2018	TEVIS ARCHITECTURAL GROUP	West Courtyard	\$ 13,438.83	11214
						\$ 13,438.83	11214 Total
35	23800	0	1/19/2018	MCPHERSON WRECKING, INC.	Demo/fill/grade 1001 Garfield	\$ 10,640.00	11217
						\$ 10,640.00	11217 Total
10	23800	0	1/4/2018	AT&T	Aruba Care Next Day Suppo	\$ 9,145.56	91525
					<i>Hardware support annual agreement in 2017 approved operating budget</i>	\$ 9,145.56	91525 Total
10	41000	310	1/12/2018	BIBLIOCOMMONS, INC.	Bibliocommons annual renewal	\$ 21,042.03	91541
					<i>2018 approved operating budget - annual subscription and support</i>	\$ 21,042.03	91541 Total
10	21512	0	1/12/2018	DELTA DENTAL OF KANSAS, INC	January, 2018	\$ 2,370.24	91550
15	21512	0	1/12/2018	DELTA DENTAL OF KANSAS, INC	January, 2018	\$ 9,617.92	91550
						\$ 11,988.16	91550 Total
10	41000	311	1/19/2018	MCELROY'S INC.	Maintenance Agreement	\$ 8,441.48	91573
					<i>2018 approved operating budget</i>	\$ 8,441.48	91573 Total
10	23800	0	1/19/2018	OCLC, INC.	WebDewey cat	\$ 692.90	91574
10	23800	0	1/19/2018	OCLC, INC.	oclc cataloging & ill	\$ 6,258.71	91574
					<i>Monthly fee for cataloging and interlibrary loan database in 2017 approved operating budget</i>	\$ 6,951.61	91574 Total
15	41000	260	1/19/2018	PEOPLES/COMMERCIAL INSURANCE	1st qtr workers comp ins	\$ 14,784.00	91575
						\$ 14,784.00	91575 Total
10	23800	0	1/19/2018	WESTAR ENERGY	2017 Electric service	\$ 25,000.00	91583
10	41000	351	1/19/2018	WESTAR ENERGY	2017 Electric service	\$ 257.53	91583
						\$ 25,257.53	91583 Total
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	Semi-Annual Prop	\$ 11,750.00	91602

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended January 31, 2018

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Vehicle Ins</i>	\$ 3,712.00	91602
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Genl Liab</i>	\$ 2,192.00	91602
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Inland Marine</i>	\$ 3,394.00	91602
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Crime</i>	\$ 384.00	91602
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Terrorism</i>	\$ 142.00	91602
10	41000	321	1/25/18	PEOPLES/COMMERCIAL INSURANCE	<i>Semi-Annual Cyber</i>	\$ 193.00	91602
						\$ 21,767.00	91602 Total
						\$ 826,635.14	Grand Total

CHIEF EXECUTIVE OFFICER'S REPORT

February 2018

Library News and Project Updates

Dolly Parton's Imagination Library (DPIL)

As of January 31, 2018, there are 3,600 children registered for the Dolly Parton's Imagination Library. The attached graphic provides additional information regarding ratio of participation by gender, age, and zip code. Now that I'm back from medical leave, I intend to take the lead in the development of new strategies for registering more children.

Facilities Master Plan update

Thad Hartman will provide an update on Facilities Master Plans projects for 2018.

Momentum 2022

I chair the Metrics Task Force and serve on the Talent Development Work Group. The Talent group met this past month and the Metrics Task Force presented a final draft of recommended benchmarks to the Implementation Committee at its February 6 meeting.

Operations and Departmental Reports

- David King provides updates on Digital Services projects
- Stephanie Hall highlights projects and activities taking place in Public Services

OCLC – Next

The OCLC (Online Computer Library Center) is a global library cooperative, with thousands of member libraries. TSCPL is a long-time library customer utilizing its cataloging and interlibrary loans platforms. Next is a publication in which OCLC leaders share their insights and experiences so that libraries can benefit from the work being done by members of the OCLC cooperative.

The Topeka and Shawnee County Public Library was mentioned in the February 1, 2018 OCLC Blog hosted by Scott Livingston, *Make the first move: three ways to initiate relationship-building conversations*. A hard copy of the article is included with this report and the online link follows: <http://www.oclc.org/blog/main/make-the-first-move-three-ways-to-initiate-relationship-building-conversations/>

Agenda Items

New Bank Investments

Every year the Library's Chief Financial Officer sends a written notice offering short-term investment opportunities for bid to financial institutions within the Library's district. Please see CFO Kim Torrey's report and the resolution sheet for background, fiscal note, and recommendation.

Annual Report Presentation

Each year the library produces an annual report with is released to the public. This will be presented to the board at the Board of Trustees meeting.

Professional Activities/Community Contacts

- January 17, 2018 met with Alice Weingarten, Director of Community Development for GraceMed Health Clinic
- January 17, 2018 conference call with John Bryans, editor of *The Library and Book Trade Almanac*
- January 18, 2018 attended the Greater Topeka Partnership annual meeting
- January 19, 2018 hosted Dolly Parton's Imagination Library planning meeting
- January 19, 2018 presented program on the library to PEO chapter DZ
- January 23, 2018 conference call with Momentum 2022 Talent Development Work Group
- January 24, 2018 conference call with JEDO Broadband project team to discuss draft report
- January 25, 2018 participated in new trustee orientation for The Library Foundation
- January 26, 2018 met with Chuck Thompson, CEO and President of Republic Bank, Norman, Oklahoma and Board Chair of the Pioneer Library System and with Erinn Gavaghan, Executive Director of the Norman Arts Council. Over the past several years, we've developed a collegial and productive relationship with our colleagues at the Pioneer Library System. It was interesting to speak with board leadership and talk about strategic initiatives at both libraries.
- January 29, 2018 attended LYRASIS winter board meeting
- January 29, 2018 met with Stacy Hammond from Berberich Trahan & Company, PA regarding annual audit

Gina Millsap, Chief Executive Officer
Topeka and Shawnee County Public Library 2/9/2018

Digital Services Board Report for January
Submitted by: David King, Director

Digital Services was busy in January - updating closed dates for the year in our VOIP phone system, so our phone system knows when the library is closed; doing some back-end updates to systems; finalizing the Team Room software installation; working on a new way for staff to post events to the library's website; and helping with all of our recent building upgrade and moves.

Shannon Eddings (our Database Administrator) helped set up a tracking feature with the library's Third Chapter Patron Point project. When a customer receives a Third Chapter email with a link to a website page, we will be able to track those clicks using Google Analytics - we will be able to tell that the website visit originated from one of those emails. This will help the library have accurate statistics on what our customers do when they receive those emails.

Gina's Note: This project is intended to establish ongoing contact with new library customers and to aid in customer retention. We will have a presentation about these efforts at a future board meeting.

Public Services Board Report for January
Submitted by: Stephanie Hall, Manager
Marie Pyko, Director

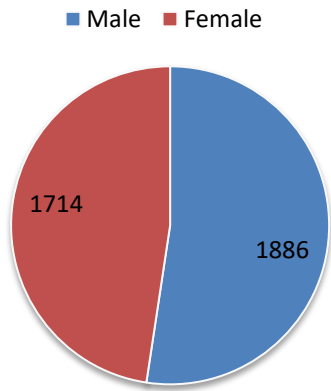
The Sabatini Gallery opened their latest exhibit African-American Builders of Topeka on January 19. This exhibit highlights the ordinary and extraordinary stories of African-Americans in Topeka and Shawnee County. I am especially proud of the staff and this exhibit. They had a vision to tell the stories of African-Americans in our community and they did that. This was a new approach for the staff where they went out and curated stories and artifacts from those who live in our community. While it wasn't without its challenges no one would know after looking at the final product. If you haven't already, I highly recommend you visit this show and take your time. This is just the beginning. We hope to share other stories in future exhibits.

Our very own health librarian, Lissa Staley, was asked to be on the Oral Health Kansas Board where she will use her skills as a librarian to contribute as well as make connections. Oral Health Kansas's mission is to improve oral health in Kansas through advocacy, public awareness and education.

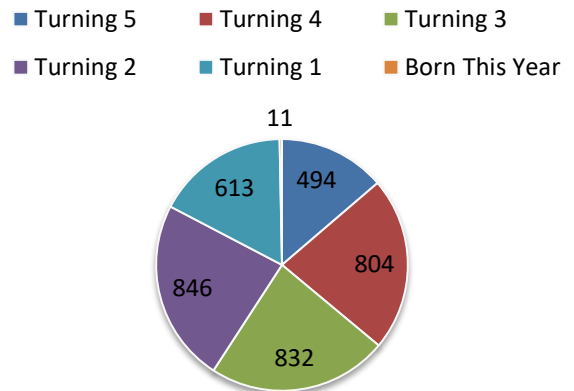
As we try to encourage learning at the library I try to keep an eye on ways to "sneak" learning in for my kids and myself. My world right now consists of questions being thrown at me from the back seat on everything from extreme weather to World War II to world languages. I am continually humbled by how much I don't know. The great thing is, though, I have the resources to find answers. So, as I've been looking at learning and how we get people to stay curious I happened on this website (thanks to Diana Friend) that I would encourage you to take a look at some time – www.curiosity.com. As they say, curiosity makes you smarter. There are no rules on what you need to be curious about. I believe we need to model being curious if we want our customers to stay curious. Try it!

Number of Participants Served: **3,600**

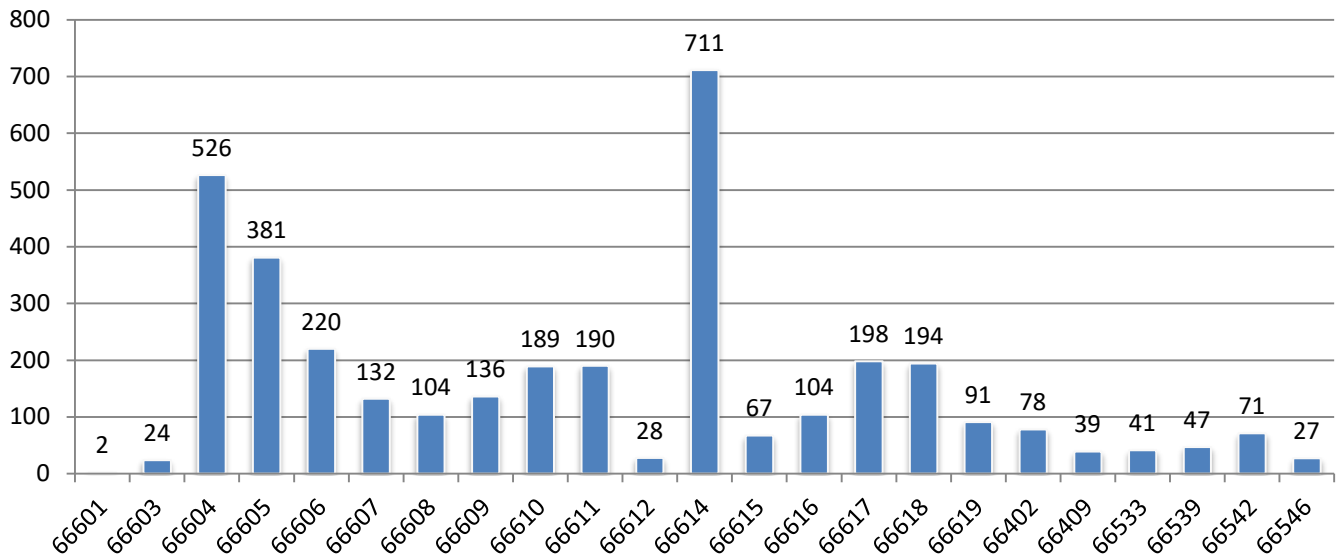
Sex of Participants



Age of Children

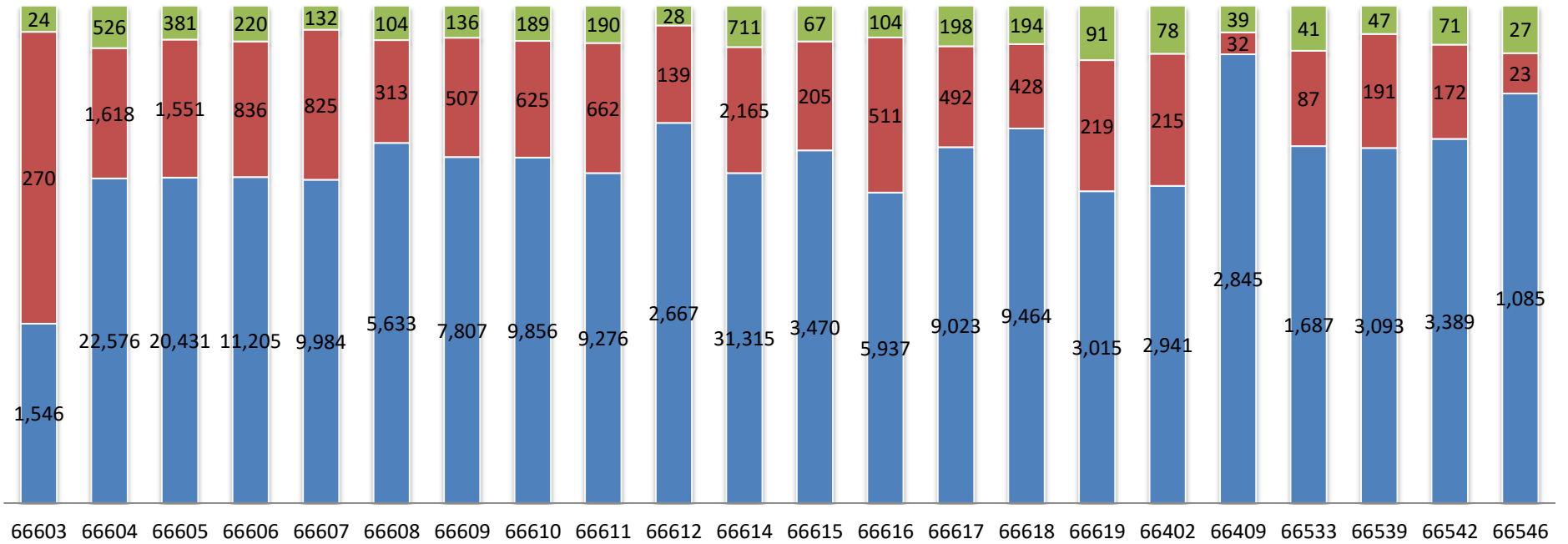


Zip Codes of Children

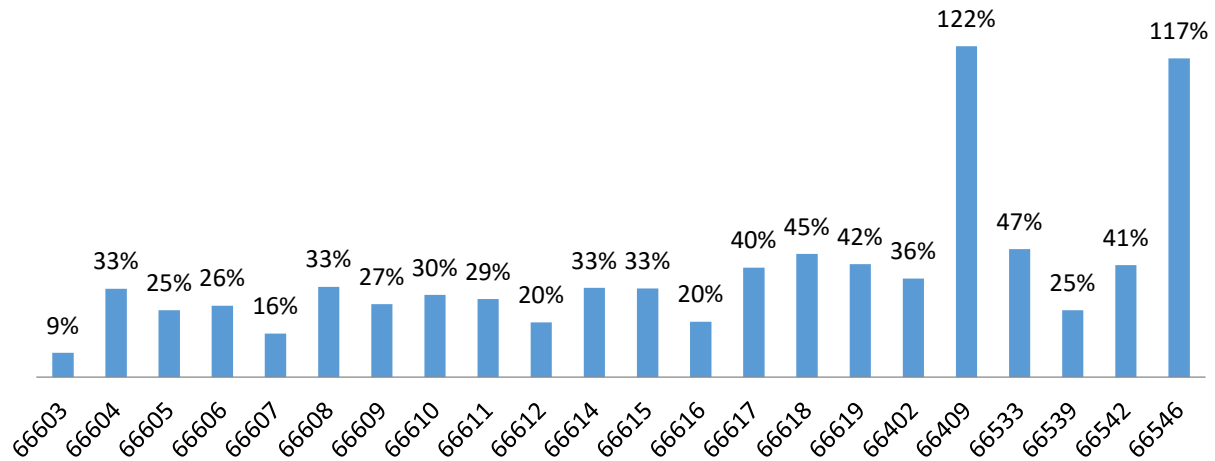


January 2018 Dolly Parton Imagination Library

Population Under 5 DPIL



Percent of children signed up by Zipcode



Next

Make the first move: three ways to initiate relationship-building conversations



Scott Livingston

01 February 2018

Customer Experience



Over the past few years, I’ve seen discussions of customer service shift from measurements of individual interactions to programs that track and analyze all of a customer’s activities. That is, rather than focusing on what makes for a good sale or a good complaint follow-up, the trend is toward examining the entire “customer experience.” I’ve seen dozens of programs and hundreds of articles that aim to help us capture every tweet, post, like, click, thumbs-up, visit, and phone call in an attempt to “know the whole picture” for a customer.

That’s a good step forward. No one interaction happens in a vacuum. But I think it also misses the mark when it comes to library services. What we do is still incredibly hands-on and, for many library users, very personal and creates an experience that’s more than the sum of our analytics.

A recent conversation with [Topeka and Shawnee County Public Library](#) Chief Executive Officer Gina Millsap brought that message home to me. For her library, they've moved beyond customer service and customer experience into a relationship-focused strategy.

Community dialogue drives strategy

What does a relationship-focused library strategy look like? For starters, it means getting serious about including relationship goals in your formal, written plans.

“At the end of the day, our vision and goals are all about relationships,” says Gina. “And to scale and reach our whole community, we must have powerful marketing and branding strategies that help us tell the library’s story, respond to people’s wants and needs, and develop lifelong relationships with them.”

For TSCPL, the relationship with the community drives everything. And I mean EVERYTHING. Gina says four out of five of the library’s [impact goals](#) (that double as their vision statement) are focused on the community. And she’s quick to add that there’s an underlying assumption they won’t meet the goals if community members don’t have a relationship with the library!

What’s Gina’s secret sauce? A true focus on being transformational, not transactional, and an aspiration that everyone in the community has a rapport with the library.

You should make the first move

Most people I talk to say that the key to a successful relationship is good communication. But having a serious, meaningful conversation—a true dialogue—can be difficult. And you shouldn’t wait for your library’s users to step up. By the time they bring something to your attention, it may be a problem that needs to be fixed. And that’s not the best time to start a conversation.

I know—it’s hard to make the first move. But it’s easier than you think. You can get started in just three steps, inspired by TSCPL’s journey.

1. **Look inside:** Build strong internal relationships with staff. Get everyone involved in telling the library story. And make sure they understand how their role helps achieve your vision. Essentially, create internal library ambassadors.
2. **Stretch yourself and be out in the community:** Starting a conversation often means going to where the other person is. Every community is different; every library is different. For an

academic library, this might mean holding events in the dorms, and for a public library it could be stronger partnerships with local businesses and schools.

3. **Use data to make better decisions:** The more you know about patrons and your community, the easier it is to find commonalities that can form the basis of a relationship. Assess all the ways you gather information and how it's used. What are the opportunities? What are the barriers?

The methods you use to grow the relationship might take some getting used to. But if you strive for two-way, meaningful interactions, people will return the favor with loyalty and word-of-mouth.

And remember: this is a long-term commitment. Advice from Gina: Don't make assumptions—learn actively and continuously. After all, relationships aren't stagnant, they're always growing, shifting, and transforming.

This doesn't have to be a huge shift for you. Libraries know customer service, and they understand customer experience. Now it's just a matter of improving your relationships, one conversation at a time.

About Next

At OCLC, we believe that what's known must be shared. So that, together, we can make breakthroughs possible. "Next" is a place where OCLC leaders share their insights and experiences, so that libraries can benefit from the work being done by members of the OCLC cooperative. We cover topics across the entire range of the library profession, with an emphasis on the future of knowledge management, library transformation and how libraries can better fit into the lives of their users.

If you have a comment about the blog, a question for one of our authors, or want to suggest a topic, please email us at next@oclc.org. Thanks!



**Resolution – New Bank Investments
BOARD OF TRUSTEES
February 15, 2018**

Be it resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves two investments as follows:

- (1) a transfer of \$5 million from the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Intrust Bank, Topeka, Kansas. This certificate of deposit will originate on February 16, 2018 with a maturity date of June 15, 2018 at a rate of 1.57%; and**
- (2) a transfer of \$900,000 from the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool, to a certificate of deposit with Denison State Bank, Topeka, Kansas. This certificate of deposit will originate on February 16, 2018 with a maturity date of July 31, 2018 at a rate of 1.70%.**

The Chief Financial Officer is authorized to issue written instructions upon maturity and may reinvest all or part of these certificates of deposit, subject to renegotiation of the rate with the financial institution. All withdrawn amounts from the certificates of deposit shall be transferred to the Library’s overnight investment account with the State of Kansas, Municipal Investment Pool.

The certificate of deposit may be withdrawn by one signature from the Board of Trustees Chairman, Treasurer or Secretary or the Library’s Chief Financial Officer if the funds are needed at a time other than maturity.

Background Information:

The Library’s operating bank currently allows up to only \$3 million to be retained in all accounts and this is the maximum amount protected by pledged securities as required by Kansas law. Thus, when the large tax distribution is received in late January, it is transferred directly to the State of Kansas, Municipal Investment Pool rather than the Library’s operating bank account which is the best option for this immediate transfer and ensures investments meet state law in regard to the limited, authorized options and the existence of adequate and qualifying pledged securities. Liquidity needs for the Library are about \$1.4 million per month for operations, as well as availability of funds in late August for the debt service payment, so short-term investments that can be quickly and easily transferred are necessary.

However, municipalities are required to offer funds available for investment to community financial institutions and these institutions are required to match or exceed published investment rates. The following is taken directly from the State of Kansas, Pooled Money Investment Board’s website: <https://pooledmoneyinvestmentboard.com/investmentrates.html>

“Municipalities must first offer funds available for investment to all eligible banks, savings and loans and federally chartered savings banks which have home offices or branches in the investing community. If the financial institutions will not match or exceed the statutory investment rates as calculated by the PMIB [Pooled Money Investment Board] (given below), municipalities may invest in the Municipal Investment Pool.”

Required Rates for Week of 2/05/18-2/11/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.41%	1.42%
3 Months	1.48%	1.41%
6 Months	1.67%	1.59%

On February 2, 2018, the Library's Chief Financial Officer sent a written notice offering short-term investment opportunities for bid to 18 financial institutions within the Library's district. Due to the cost of the required collateral and to provide financial institutions a chance to bid regardless of their size, three investments were offered of \$4 million for 90-120 days; \$1 million for 90-120 days and \$900,000 for 165 days. Bids were due on February 8th at 10 AM. The current offering resulted in five bids, two declining to bid and eleven sending no response. Some bids did not accommodate all investments or were incomplete.

This low number of responses is likely due to a couple of primary factors: (1) public funds must be collateralized which is expensive and sometimes difficult to obtain so not all financial institutions want municipal funds or may have previously met their limits with other municipal clients; and (2) holding an interest rate for about one week to allow the Board of Trustees to consider the investment opportunity and establish the new account is difficult for some financial institutions.

The highest bids were from Intrust Bank at 1.57% for 120 day investments so they are the recommended financial institution in which to place the \$4 million and \$1 million bids for a total of \$5 million. Denison State Bank had the highest bid at 1.70% for the 165 day investment so they are the recommended financial institution for the \$900,000 bid.

The offered rate exceeds the rates that financial institutions must meet or exceed in the table above and exceeds the current rate offered by the Municipal Investment Pool of 1.41% for fixed 90 to 179 day investments made on the week of February 5, 2018 with maturity dates ranging from May 6 to August 3, 2018.

Minimum investment rates that banks must offer to secure public funds are not set by the Pooled Money Investment Board for 165-day investments, but the rate offered by Denison State Bank is greater than the rates for all investments up to 6 months (1.41%, 1.48% and 1.67% in table above).

Confirmation of the required pledged securities is expected to occur prior to the funds actually being transferred on February 16, subject to the approval of this resolution.

Staff Recommendation:

The highest bid of 1.57% for a 120-day certificate of deposit of \$5 million with Intrust Bank, and a 165-day certificate of deposit of \$900,000 with Denison State Bank at 1.70% is recommended with the funds to be transferred from the Library's Municipal Investment Pool overnight account with the State of Kansas, effective February 16, 2018. Confirmation of collateral will be required before the transfers are completed.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

	2018												2017 YTD	Change 17 TO 18%
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
CIRCULATION														
Main Library														
Circulation Desk & Renewals	49,349												49,349	75,044 -34.2%
Interlibrary Loan	1,879												1,879	1,838 2.2%
Self-Check	84,077												84,077	72,983 15.2%
Bookmobile	21,560												21,560	24,861 -13.3%
Red Carpet	8,254												8,254	8,676 -4.9%
Digital Downloads	34,201												34,201	30,338 12.7%
Library @ Work / Smartlocker	2,099												2,099	1,965 6.8%
TOTAL CIRCULATION	201,419												201,419	215,705 -6.6%
CIRCULATION DETAILS														
Print Material	96,177												96,177	101,346 -5.1%
Audio/Visual Material	67,358												67,358	79,685 -15.5%
Adult Materials	99,143												99,143	110,524 -10.3%
Children's Materials	49,977												49,977	55,437 -9.8%
Young Adult Materials	4,592												4,592	4,598 -0.1%
Red Carpet Materials	9,823												9,823	10,472 -6.2%
NEW Patrons														
Topeka / Shawnee County														
Adults	654												654	709 -7.8%
Children (ages 17 and under)	163												163	207 -21.3%
Red Carpet Outreach	8												8	20 -60.0%
NEKL	57												57	69 -17.4%
Non-Resident	2												2	0 #DIV/0!
Total New Registrations	884												884	1,005 -12.0%
PATRONS DELETED	1,015												1,015	1,456 -30.3%
BORROWERS														
Topeka / Shawnee County														
Adults	53,010												53,010	54,147 -2.1%
Children (age 0 - 17)	19,412												19,412	20,701 -6.2%
Red Carpet Outreach	1,248												1,248	1,305 -4.4%
NEKL	7,267												7,267	7,273 -0.1%
Non-Resident	48												48	43 11.6%
Delinquent	117												117	230 -49.1%
TOTAL BORROWERS	81,102												81,102	83,699 -3.1%
Holds Satisfied	20,286												20,286	20,647 -1.7%
CHECK-IN														
TOTAL CHECK-IN	110,975												110,975	124,940 -11.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018											2018	2017	Change
Jan											Total	YTD	17 TO 18%
COLLECTION													
Materials Added	6,735										6,735	5,440	23.8%
Materials Discarded	3,568										3,568	4,898	-27.2%
TOTAL COLLECTION	445,769										445,769	443,144	0.6%
WEBSITE													
tscpl.org Unique Visitors	30,707										30,707	31,549	-2.7%
tscpl.org Total Visits	55,470										55,470	58,919	-5.9%
catalog.tscpl Unique Visitors	19,263										19,263	19,857	-3.0%
catalog.tscpl Total Visits	43,859										43,859	43,697	0.4%
REFERENCE QUESTIONS													
Public Services	14,488										14,488	14,886	-2.7%
Topeka Room	*										0	687	-100.0%
Youth Services	2,584										2,584	2,875	-10.1%
Gallery	37										37	69	-46.4%
TOTAL REFERENCE QUESTIONS	17,109										17,109	18,448	-7.3%
GATE COUNT	59,126										59,126	56,716	4.2%
MEETING ROOMS													
Bookings	518										518	754	-31.3%
Hours Booked	2,453										2,453	4,537	-45.9%
ATTENDANCE	7,895										7,895	11,899	-33.6%
LEARN & PLAY BUS VISITS											0	*	*
PROGRAM ATTENDANCE													
Adult - General	532										532	1,258	-57.7%
Computer Training	150										150	229	-34.5%
Outreach	3,781										3,781	5,293	-28.6%
Kids	1,040										1,040	1,005	3.5%
Movies	3										3	35	-91.4%
Books	35										35	79	-55.7%
Art	25										25	7	257.1%
Teens	39										39	33	18.2%
Music	0										0	0	#DIV/0!
TOTAL ATTENDANCE	5,605										5,605	7,939	-29.4%
TOURS & FAIRS													
Fairs & Events	0										0	0	#DIV/0!
Library Tours	0										0	0	*
TOURS & FAIRS	0										0	0	#DIV/0!
GALLERY ATTENDANCE	1,771										1,771	1,371	29.2%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018											2018	2017	Change
Jan											Total	YTD	17 TO 18%
CIRCULATION DETAILS													
Print Material													
Adult Fiction	19,466										19,466	21,266	-8.5%
Adult Nonfiction	23,160										23,160	23,452	-1.2%
Juvenile Fiction	27,463										27,463	29,764	-7.7%
Juvenile Nonfiction	9,757										9,757	9,487	2.8%
Magazines	2,079										2,079	2,694	-22.8%
RC Print Materials	9,447										9,447	10,072	-6.2%
RC Realia	365										365	372	-1.9%
YA Print Materials	4,490										4,490	4,427	1.4%
PRINT CIRCULATION	96,227										96,227	101,534	-5.2%
Audio / Visual Material													
Adult Audiobooks	4,815										4,815	5,575	-13.6%
Adult Music	4,135										4,135	5,124	-19.3%
Adult Videos / DVDs	45,729										45,729	52,780	-13.4%
Juvenile Audiobooks	579										579	587	-1.4%
Juvenile Music	604										604	755	-20.0%
Juvenile Videos / DVDs	11,146										11,146	14,340	-22.3%
YA A/V	102										102	171	-40.4%
A/V CIRCULATION	67,110										67,110	79,332	-15.4%
Adult Material													
Adult Fiction	19,466										19,466	21,266	-8.5%
Adult Nonfiction	23,160										23,160	23,452	-1.2%
Magazines	2,079										2,079	2,694	-22.8%
Adult Audiobooks	4,815										4,815	5,575	-13.6%
Adult Music	4,135										4,135	5,124	-19.3%
Adult Videos / DVDs	45,729										45,729	52,780	-13.4%
ADULT CIRCULATION	99,384										99,384	110,891	-10.4%
Juvenile Material													
Juvenile Fiction	27,463										27,463	29,764	-7.7%
Juvenile Nonfiction	9,757										9,757	9,487	2.8%
Juvenile Audiobooks	579										579	587	-1.4%
Juvenile Music	604										604	755	-20.0%
Juvenile Videos / DVDs	11,146										11,146	14,340	-22.3%
JUVENILE CIRCULATION	49,549										49,549	54,933	-9.8%
Red Carpet Material													
RC Print Materials	9,447										9,447	10,072	-6.2%
RC Realia	365										365	372	-1.9%
RED CARPET CIRCULATION	9,812										9,812	10,444	-6.1%
Young Adult Material													
YA Print Materials	4,490										4,490	4,427	1.4%
YA A/V	102										102	171	-40.4%
YOUNG ADULT CIRCULATION	4,592										4,592	4,598	-0.1%
Overdrive	24,441										24,441	20,979	16.5%
Hoopla	9,760										9,760	7,536	29.5%
Zinio / Flipster											0	1,823	-100.0%
DIGITAL DOWNLOADS	34,201										34,201	30,338	12.7%

Topeka and Shawnee County Public Library
Circulation and Borrower Statistics
2018

2018												2018	
											Jan	Total	
Value Calculator													
Circulation													
Books (\$17)	\$1,600,516												\$1,600,516
Magazines (\$5)	\$10,395												\$10,395
Audiobooks (\$10)	\$53,940												\$53,940
DVD, Games, Music (\$4)	\$246,864												\$246,864
Reference Questions (\$7)	\$119,763												\$119,763
Programming (\$10)	\$56,050												\$56,050
Meeting Room Use	\$42,795												\$42,795
Gallery Attendance (\$10)	\$17,710												\$17,710
Computer Use (\$12 /hr)	\$162,872												\$162,872
ILL Borrowed (\$25)	\$9,850												\$9,850
TOTAL VALUE	\$2,320,755												\$2,320,755



Recovery through January 2018

Cumulative Recovery:

Topeka & Shawnee County Public Library

	<u>Regular Process</u>	<u>Small Balance</u>	<u>Total</u>
Accounts Submitted:	34,760	24,238	58,998
Dollars Submitted:	\$1,721,421.10	\$447,141.36	\$2,168,562.46
Cash Recovery:	\$578,497.46	\$248,976.96	\$827,474.42
Material Recovery:	\$469,571.33	\$55,412.08	\$524,983.41
Waives:	<u>\$168,640.47</u>	<u>\$24,279.67</u>	<u>\$192,920.14</u>
Recovery Total:	\$1,216,709.26	\$328,668.71	\$1,545,377.97
Total Invoice Amount:	\$297,814.38	\$78,918.15	\$376,732.53
Total ROI:	4:1	4:1	4:1
Asset ROI:	4:1	4:1	4:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



Monthly Recovery Statistics:

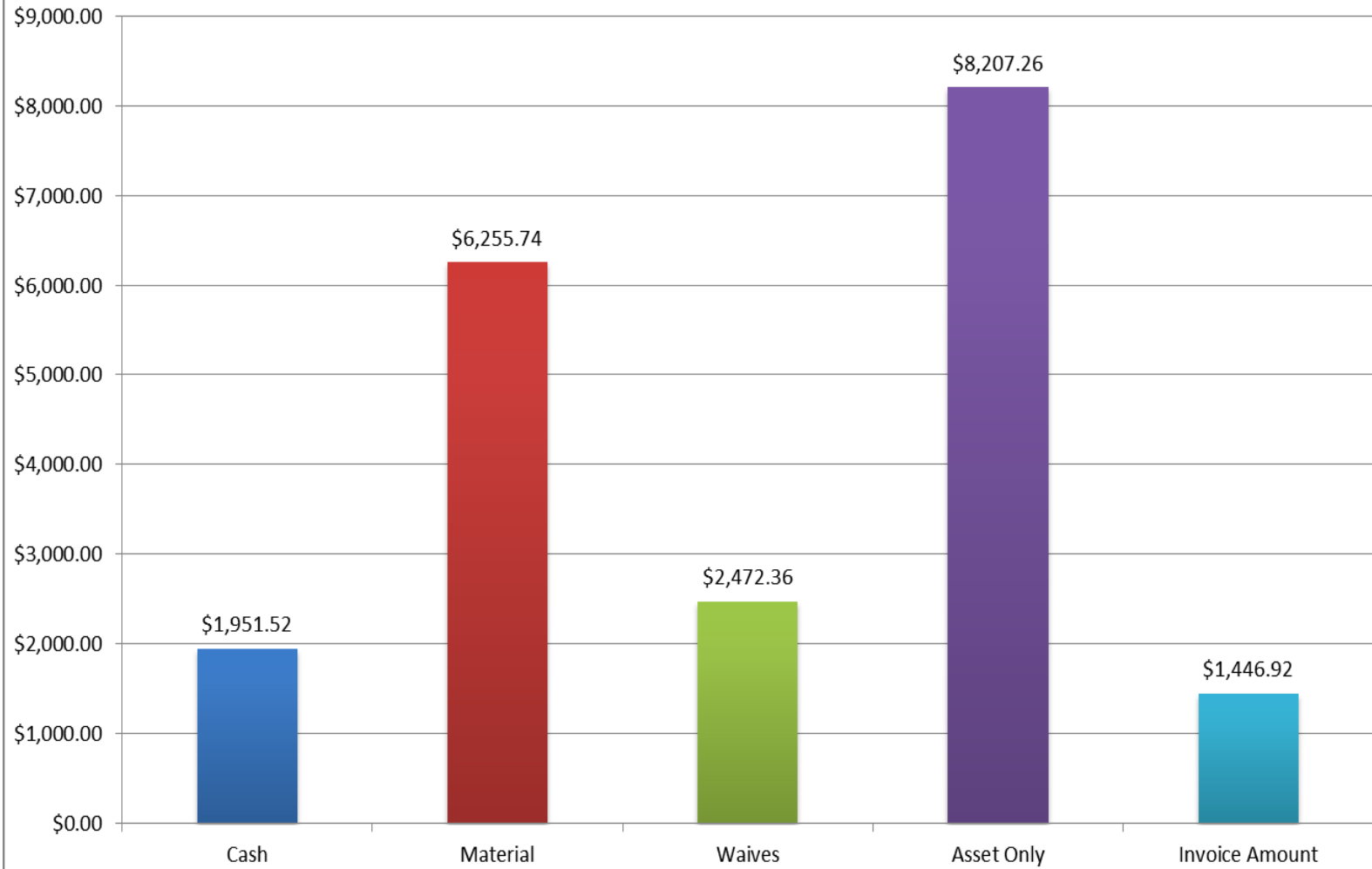
February 2017 through January 2018

Regular Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-18	\$1,568.83	\$13,851.22	\$4,388.37	\$19,808.42	\$15,420.05	\$1,969.00
December-17	\$1,945.19	\$16,291.02	\$5,530.01	\$23,766.22	\$18,236.21	\$1,423.05
November-17	\$1,393.85	\$5,478.08	\$1,873.00	\$8,744.93	\$6,871.93	\$1,754.20
October-17	\$1,559.44	\$3,327.88	\$1,317.27	\$6,204.59	\$4,887.32	\$1,369.35
September-17	\$1,790.82	\$2,293.36	\$1,341.39	\$5,425.57	\$4,084.18	\$1,217.20
August-17	\$1,477.84	\$3,510.15	\$1,347.97	\$6,335.96	\$4,987.99	\$1,593.10
July-17	\$1,662.68	\$2,628.24	\$809.96	\$5,100.88	\$4,290.92	\$1,387.25
June-17	\$2,179.77	\$3,862.91	\$1,473.52	\$7,516.20	\$6,042.68	\$1,145.60
May-17	\$1,772.41	\$6,973.21	\$1,971.55	\$10,717.17	\$8,745.62	\$1,655.75
April-17	\$2,096.57	\$5,442.57	\$1,526.33	\$9,065.47	\$7,539.14	\$1,047.15
March-17	\$2,795.46	\$6,967.87	\$1,834.82	\$11,598.15	\$9,763.33	\$1,414.10
February-17	\$3,175.36	\$4,442.42	\$6,254.11	\$13,871.89	\$7,617.78	\$1,387.25

Total	\$23,418.22	\$75,068.93	\$29,668.30	\$128,155.45	\$98,487.15	\$17,363.00
Average	\$1,951.52	\$6,255.74	\$2,472.36	\$10,679.62	\$8,207.26	\$1,446.92
					Asset ROI: \$5 to \$1	

Average Monthly Recovery and Cost





Monthly Recovery Statistics:

February 2017 through January 2018

Small Balance Accounts

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-18	\$1,734.73	\$2,117.08	\$1,121.59	\$4,973.40	\$3,851.81	\$705.05
December-17	\$1,322.30	\$1,353.56	\$982.43	\$3,658.29	\$2,675.86	\$480.85
November-17	\$1,242.07	\$769.66	\$190.48	\$2,202.21	\$2,011.73	\$640.15
October-17	\$1,175.65	\$762.81	\$300.37	\$2,238.83	\$1,938.46	\$395.30
September-17	\$1,205.70	\$518.03	\$288.53	\$2,012.26	\$1,723.73	\$448.40
August-17	\$1,033.02	\$1,951.49	\$244.69	\$3,229.20	\$2,984.51	\$477.90
July-17	\$1,477.42	\$561.31	\$303.35	\$2,342.08	\$2,038.73	\$377.60
June-17	\$1,529.93	\$737.73	\$309.76	\$2,577.42	\$2,267.66	\$327.45
May-17	\$1,792.00	\$897.39	\$435.72	\$3,125.11	\$2,689.39	\$442.50
April-17	\$1,319.21	\$434.11	\$277.77	\$2,031.09	\$1,753.32	\$330.40
March-17	\$2,107.39	\$1,161.61	\$499.33	\$3,768.33	\$3,269.00	\$463.15
February-17	\$1,342.18	\$684.23	\$2,567.99	\$4,594.40	\$2,026.41	\$348.10

Total	\$17,281.60	\$11,949.01	\$7,522.01	\$36,752.62	\$29,230.61	\$5,436.85
Average	\$1,440.13	\$995.75	\$626.83	\$3,062.72	\$2,435.88	\$453.07
Asset ROI: \$5 to \$1						

Average Monthly Recovery and Cost

